

# STATE OF ALASKA

## DEPARTMENT OF NATURAL RESOURCES

### DIVISION OF AGRICULTURE

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## 2010 Specialty Crop Competitive Grant Application Requirements

Applications must be received by close of business (5:00 pm) May 14, 2010. Submit by fax, mail, email or in person to the Alaska Division of Agriculture, Central or Northern Region Office (see letterhead).

**Make sure to provide the name, address, email address and telephone number for the primary applicant on the title page.**

**Proposal Due Date: May 14, 2010**

**Applicants Notified by: June 18, 2010**

**Grants Potentially Funded by: September 2010**

### **Proposal Requirements:**

1. Funds cannot be spent prior to award notification, receipts must be dated post-award.
2. Please use 12-point font and one inch margins. Application *must* be typed.
3. Each project must have a title page that includes the project title and your contact information.
4. Begin the proposal with a ½ page problem statement and then address each question outlined under “concept paper outline.” A successful application will provide clear goals and objectives. It will clearly state how it will benefit specialty crops, and why there is a need for the project proposed. The goals and objectives need to be specific, well-structured and brief.
5. Provide a detailed project description stating how you will complete the objectives of each goal.
6. Provide a timeline for completing each goal.
7. Present measurable outcomes, describing what results your work plan will achieve.
8. Provide a detailed and concise budget plan. Include specifics as necessary.
9. Ensure the proposal is no more than 6 pages, including the budget and cover page.
10. Follow the outline of the sample proposal provided.